

Transportation on the DD and Support Services Waivers

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Transportation Overview

- Transportation services are those that provide access to community resources.
- Transportation services consist
 - material benefits (tickets/passes)
 - actual provision of transportation
 - payment to neighbors, co-workers, etc.

Transportation Overview

- Must be identified in the assessment and service plan as a distinct service.
- Two Levels
 - Level 1- the individual does not require mechanical assistance to transfer in and out of the vehicle.
 - Level 2 - the individual requires mechanical assistance to transfer into and out of the vehicle (and vehicle must be modified to accommodate the individual).

24-Hour Supports

- All individuals who reside in settings with 24-hour paid staff supports are to have the monthly rate included in their POC/CCB.
 - \$150 for Level 1
 - \$300 for Level 2
- Provided for consumers as long as some transportation has been provided.
 - Some months may be more than the \$150, while other months may be less.
 - Same mechanism as we use for the daily rate.

24-Hour Supports

- Providers are expected to assure that the client receives transportation in accordance with the Individual Support Plan.
- Sufficient documentation for 24-hour settings includes documentation in daily notes.
 - Mileage logs may also be kept, but are not required.

Non-24-Hour Consumers

- Individuals who reside in settings without 24-hour paid staff supports have the per mile rate
 - \$.28 for Level 1 (up to \$150 per month)
 - \$.56 for Level 2 (up to \$300 per month)
- Transportation included in their waiver POC/CCB as needed by the individual to gain access to the services and activities specified in their individual plans.

Multiple Consumers

- Divide the number of miles by the number of consumers and “charge” each person’s POC/CCB for that number. (25 miles and 5 consumers=5 miles per consumer)
- Route Transportation:
 - The mileage and staff time is calculated from the time the vehicle leaves the agency to the time it returns to the agency.

Multiple Consumers

- Drivers may count the mileage/time from/to their home or other starting point IF the mileage/time is shorter than leaving from/going to the facility.
- Transportation does NOT have to be door-to-door. Safe pick-up points may be used.
- Routes need to be done each day
 - if a consumer does not use the transportation that day, the consumer cannot be charged for his/her portion of the route

Waiver and Title XX Consumers

- Bill for the Title XX individuals using the current round-trip standards.
- For the waiver individuals:
 - divide by the total number of people in the vehicle, regardless of funding source.
 - Each waiver individual then gets “charged” for that number of miles.
- 10 consumers (5 of whom are on Title XX) traveling 50 miles-Each Waiver consumer is “charged” 5 miles

Waiver and Title XX Consumers

- Individuals served by the waiver should NOT have any transportation billed to Title XX, even if their Sheltered Work is provided by Title XX.
 - Transportation is a distinct service on these waivers to allow individuals to access community services of all types.
 - If you are doing this, please change the billing to the DD or Support Services Waiver immediately

Provider Information

- Certified providers of habilitation services are automatically being certified as providers of Transportation Levels 1 and 2 for the DD and Support Services Waiver.
- If an individual receives habilitation from more than one provider, the interdisciplinary team will need to determine which agency to designate the transportation provider.

Provider Information

- May sub-contracting with other providers on the individual's POC.
- In sub-contracting with specific transportation providers there is a reimbursable limit of up to \$10 per day per individual for agency sub-contracts.
- Families and individuals are limited to up to \$5 per day per individual.
 - Families and individuals may be reimbursed for activities included on the Individual Support Plan

Billing Staff Time

- Documentation should include a written record from the family indicating days transportation was provided
- When staff accompany the individual, the provider may bill for the other service provided by the staff.
 - If you are going from a setting where you are providing RHS and driving to a setting where you will continue providing RHS, you may continue to bill RHS during the time in transport.

Billing Staff Time

- If you are going from providing RHS to a Community Habilitation and Participation activity, you may bill CHP from the time you leave the RHS to the time you return to the RHS (including time in transit).
- If you have a distinct break in services (going from RHS and dropping off at a job), you should bill Driver Time based on the number of individuals in the vehicle.

Billing Staff Time

- If you are utilizing a fixed route, you should bill Driver Time.
- This is to pay for the staff time of providing the transportation, while the
- Transportation service is to pay for the actual mode of transportation being utilized.
- You do not need to follow the traditional ratios of staff to clients when providing transportation

Billing Staff Time

- it is encouraged to have sufficient staff in the vehicle to assure client safety.

Billing Staff Time

- For the Support Services Waiver:
 - Bill CHS if you are picking up the person and taking them to a CHS activity.
 - Bill SE Follow Along if you are taking the consumer to the job site and providing Follow Along.
 - In other instances, you would bill Driver Time, just as you would for the DD Waiver.

Transportation on the Support Services Waiver

- **Transportation services are excluded in the annual allowance for the Support Services Waiver.**
- The POC/CCB may exceed the \$13,500 by the amount of transportation a person is expected to utilize in Transportation annually.

Transportation on the Support Services Waiver

- This amount may not exceed \$1,800 or \$3,600 annually, depending on the type of vehicle a person needs for transportation.
- Driver service may also be excluded from the allowance, up to \$1,200 annually.
 - Any driver time in excess of the \$1,200 will have to be included as part of the \$13,500.

Driver Time

- When adding Driver Time to the POC/CCB, you should add it as “DR1”
 - Bill according to the actual number of consumers in the vehicle for each trip.
 - For example, if you have a fixed route with 4 consumers, you would bill DR24 at \$5.03 per hour per person.
 - Bill each individual for the entire trip at the maximum number using the service for any part of the trip.

General Information

- When transportation is exhausted for the month, or a provider is not the “transportation” provider or subcontractor, the provider may still be reimbursed for the driver’s time under the appropriate service.
- Providers may pay for public transportation or reimburse individuals for accessing public transportation.

General Information

- Proper documentation (receipts) will be required.
- The EDS Billing Code for all Transportation is Z5142. You bill
 - the monthly amount for individuals in 24-hour care
 - the amount based on the number of miles provided for those in non-24-hour settings

General Information

- the amount provided by a sub-contractor
- the amount paid for public transportation.
- It could also be some combination of the above.

General Information

- When billing dollar amount for public transportation or a contracted situation (dollars rather than miles), divide the amount by the per mile rate to determine the number of miles for which you should bill.
 - Example: \$100 for a contractor would be billed at 357 units ($\$100 / \$.28 = 357$).

General Information

- Transportation cannot be billed as a waiver service if it is for the purpose of accessing medical services.
 - If the transportation is to a medical appointment it must be billed under the State Plan as waiver services cannot duplicate the State Plan.
 - The staff time may be billed to RHS for the DD Waiver.

General Information

- Because the Support Services Waiver does not include RHS, staff time is not billable.
- Transportation is to be included in a POC/CCB based on the need of the individual as reflected in the Individual Support Plan.

General Information

- For individuals in 24-hour settings, documentation should be reflected in the daily notes of trips taken.
- For non-24-hour settings, mileage logs must be kept.

Examples